



**Alaska Department of Labor and Workforce Development  
Alaska Workforce Investment Board**

**Executive Director's Report  
May 31, 2008**

On May 19<sup>th</sup> the AWIB held a board retreat at the Alaska Vocational Technical Center (AVTEC) Student Services Building in Seward. Christi Bell, Executive Director of the University of Alaska Center for Economic Development and her assistant Linda Ketchum were the facilitators for the retreat. An AWIB Member Handbook was distributed to all board members for reference which will serve as a handbook for new board members. The results of a self-assessment survey were also discussed to assist the facilitators with identifying strengths of the AWIB and issues of concern.

The four main goals of the retreat were to 1) understand the roles and responsibilities of the AWIB, 2) define AWIB governance and authority, 3) clarify the expectations and relationships with AWIB, and 4) review and receive feedback from AWIB members to move forward. The role of board members and code of conduct, Administrative Procedures Act, APOC Disclosure, and the Ethics Act were reviewed at the retreat. The Department of Law provided an overview of the roles and responsibilities of the AWIB in statute including the State Training and Employment Program (STEP) and the Technical Vocational Education Program (TVEP).

There was considerable discussion regarding the structure and responsibilities of committees, and it was decided that the four standing committees would remain merged into two to include the Workforce Readiness/Employment Placement and Policy Planning/Assessment and Evaluation Committees. However, there would be four co-chairs who will serve on the Executive Committee. In addition, there was discussion of possible revisions to Statute and by-laws regarding the eligibility requirements for the nominations of chair and vice-chair for the AWIB. These issues will be reviewed on the agenda at the next Executive Committee meeting.

On May 20<sup>th</sup> and 21<sup>st</sup> the AWIB Business Meeting was held at the AVTEC Student Services Building in Seward. The agenda included industry panels from education and the oil and gas industry, a tour of the AVTEC facilities, an update on the AGIA Strategic Training Plan and registered apprenticeship, and an overview of the FY 09 Budget and legislative session. Break out work sessions were held for the Policy Planning and Assessment and Evaluation and Workforce Readiness and Employment Placement committees including the Regional Advisory Councils (RACs).

Four of the five new board members participated in the AWIB meeting including Sharlene Berg, John Cannon, Tony Delia, and Jim Lynch. Three resolutions were passed

including a resolution in support of the Alaska Senior Community Services Employment Program Four Year Strategic Plan for Title V of the Older American Act (08-01), a resolution in support of regulations to ensure employability skill standards and assessments (08-02), and a resolution regarding equal opportunity within Alaska's workforce investment system (08-03).

I received several favorable comments from AWIB members who participated in the AWIB board retreat and business meeting in Seward. I would like to thank AVTEC and their staff for hosting the three days of meetings, including their outstanding culinary staff who prepared snacks and lunch for AWIB members each day. The next AWIB meeting will be held in Fairbanks on Monday, October 27<sup>th</sup> and Tuesday, October 28<sup>th</sup> and a draft agenda will be developed over the next few months for review by the AWIB.

### **Committees**

- The next Workforce Readiness/Employment Placement Committee meeting is scheduled for June 5<sup>th</sup> at 10:00 a.m.
- The next Executive Committee meeting is scheduled for June 10<sup>th</sup> at 10:00 a.m.
- The next Policy Planning/Assessment and Evaluation Committee meeting is scheduled for July 22<sup>nd</sup> at 10:00 a.m.

### **Status of Current Projects**

- The Training Plan Template was reviewed at the May AWIB meeting and will be reviewed at the next Workforce Readiness/Employment Placement Committee.

### **AGIA Training Strategic Plan**

An electronic copy of the most recent draft of the AGIA Training Strategic Plan is available at [http://www.labor.state.ak.us/AGIA\\_teams/docs-combined/agiaweb.pdf](http://www.labor.state.ak.us/AGIA_teams/docs-combined/agiaweb.pdf).

### **DOL AGIA Website**

AGIA Resource Documents are located at [labor.state.ak.us/agia%5Fteams/](http://labor.state.ak.us/agia%5Fteams/).

### **AWIB Website**

A new Photo Gallery icon has been created on the AWIB website at <http://www.labor.state.ak.us/awib/photos.htm> that will be updated with pictures of each board meeting.